



amec
foster
wheeler

Meeting Minutes

Date/Time: 20 March 2017

Location: Conference Call

Contract No.: W912DW-16-C-0012

Written By: H. Simpson

Present: USACE – Rod Zion; Karl Kunas; Derrick Godfrey
Amec Foster Wheeler – Randy Huffsmith; Eric Reitter; Spencer Archer;
Hallie Bevan Simpson

Subject: **Weekly Status Meeting No. 3**
Bunker Hill Central Treatment Plant Upgrade Project, Kellogg, Idaho

ACTION ITEMS

No.	Item	Responsible	Anticipated Completion Date
1	Schedule Design Quality Mutual Understanding Meeting per 01 45 00.00 10, Section 3.3	AmecFW/ USACE	4/18/17
2	Schedule Pre-Construction Meeting per 01 33 16, Section 3.1.5	AmecFW/ USACE	4/19/17
3	Submit Geotechnical Investigation Work Plan and Limited Scope APP	AmecFW	3/24/17
4	Send out invite for bi-weekly Project Team Status Calls	AmecFW	3/17/17
5	Submit Pilot Testing Work Plan	AmecFW	TBD
6	Confirm approach for documenting Over-the-Shoulder reviews (e.g., upload final, approved meeting minutes to DrChecks)	USACE	3/17/17
8	Issue Preliminary Schedule Comments	USACE	3/13/17
10	Issue Initial Design Meeting Minutes (serial letter)	AmecFW	3/17/17
13	Provide checklist for developing Site Safety and Health Plans	USACE	3/13/17
14	Review Statement of Work relative to Soil Bentonite Cutoff Wall Test Section and confirm need for Work Plan	USACE	3/17/17
15	Update and submit the Submittal Register	AmecFW	3/14/17
16	Schedule Design Package 1 Over-the-Shoulder Review	AmecFW	3/27/17
17	Resubmit Preliminary Schedule Form 4025 and Responses to Comments	AmecFW	3/24/17
18	Submit Initial Schedule	AmecFW	3/24/17
19	Resubmit Initial Design Meeting Minutes	AmecFW	3/20/17
20	Resubmit Submittal Register	AmecFW	3/24/17

ACTION ITEMS

No.	Item	Responsible	Anticipated Completion Date
21	Email items requested during 3/17 Groundwater Modeling Conference call associated with RFI-0005	AmecFW	3/21/17
22	Identify Teleconference service for live screen sharing	AmecFW/ USACE	3/27/17
23	Approve/provide response to Media Release	AmecFW/USA CE	3/21/17
24	Confirm if AmecFW should attend the Basin Commission Meeting in May	USACE	4/28/17
25	Discuss USACE's response to AmecFW's O&M Letter with project manager and contracting officer; AmecFW to provide response letter	AmecFW/ USACE	3/24/17

SUMMARY OF CALL

- I. Safety Moment – Discussed noise hazards and the effects noise can have on hearing loss. Chronic exposure to noise can be more destructive than acute loud noise exposures. Avoid hearing loss by identifying noise hazards, using ear plugs or muffs, and avoiding exposure.
- II. Review Meeting Minutes from Meeting Last Week
 - a. Comments to last week's meeting were received from USACE. Revised minutes will be resubmitted.
 - b. USACE requested clarification regarding Section V, Part a, O&M Letter. AmecFW intends to submit a response to USACE's letter. First, AmecFW would like to discuss this with the USACE Project Manager and contracting manager to avoid repeated letter exchanges back and forth.
- III. Review of Action Items from Meeting Last Week
 - a. The team reviewed the actions items identified during the meeting held last week. Refer to Action Items table above.
 - b. The Design Quality Mutual Understanding Meeting and Design Process Meeting tentatively are scheduled for April 18, 2017.
 - c. The Pre-Construction Meeting tentatively is scheduled for April 19, 2017, prior to the start of geotechnical investigations the week of April 24.
 - d. The team discussed the Geotechnical Investigation Work Plan and APP. These are underway and will be submitted for USACE review by the end of this week.

- e. The need for a Soil Bentonite Cutoff Wall Test Work Plan was discussed. AmecFW noted that construction-type submittals would be provided, but an up-front work plan is not required by the specifications. The design and specifications will describe the work requirements for this task and will be submitted as part of Design Package 6. USACE generally agrees at this time but reserves the right to ask for a Work Plan.

IV. Review Requests for Information (RFIs)

- a. Responses from USACE have been received for RFIs-0001, 0003, 0004, and 0006.
- b. RFI-0005
 - 1. A call was held to discuss this RFI on Friday, March 17.
 - 2. USACE noted that AmecFW's David Bean did not sound well-prepared for this call; more review of the appendices included in the design contract may have been warranted. AmecFW agreed that David could have been more prepared but confirmed that David had reviewed the appendices. Multiple PDFs of datasets were provided, but live (e.g., Excel) files would be more helpful if available.
 - 3. USACE explained that this RFI was quite broad. A more focused request, citing specific tables or data sets, would have been helpful.
 - 4. USACE cautioned AmecFW not to rely on CH2M's model for developing our own model, as CH2M's assumptions and engineering decisions may be different than our own. AmecFW assured USACE that raw data sets would be used to develop our own groundwater model, building on the information gathered by CH2M but not relying on their design assumptions.
 - 5. As an action item from Friday's call, AmecFW will email USACE with more information on four specific items.
- c. RFI-0007 – USACE will provide points of contact for the Panhandle Basin Health Clinic, which may have site contaminant information available.
- d. RFI-0008
 - 1. AmecFW noted that we have received the requested files already from Ferguson. USACE also will be providing the documents in the RFI response.
 - 2. AmecFW asked if any documents related to site-wide investigations (e.g., drilling) already exist, perhaps from the RI/FS stage. USACE responding that such documents would now be more than ten years old; the Data Quality Objectives would likely not be relevant to this remedy implementation work.

V. General

- a. Daily forms – AmecFW clarified with USACE that daily reports for drilling and O&M work are to be filled out directly in QCS. No separate report is required to be prepared externally and then uploaded to QCS.
 - 1. Geotechnical drilling daily reports will be prepared during field work; anticipated to start April 24, 2017.
 - 2. O&M daily reports will be prepared starting May 3, 2017.
- b. Skype – USACE is fairly certain that Skype is not an option for them. WebEx, GoToMeeting, or ATT teleconference services may work.
- c. Database – AmecFW asked if a site-wide or O&M-specific database exists to compile all of the data gathered for the site.
 - 1. USACE does not believe such a database exists.
 - 2. DMRs and semi-annual reports are received for O&M data.
 - 3. Panhandle Basin Health Clinic may have a database of information that has been submitted to them over the years.
- d. Schedule – AmecFW confirmed that the Preliminary Schedule submittal will not be resubmitted. The comments received from USACE will be incorporated into the Initial Schedule. USACE agreed with this approach and requested a Form 4025 to document the Preliminary Schedule submittal which will include a table addressing each comment.
- e. Emergency Response Disaster Plan – USACE confirmed that this is a required submittal, but it does not have to be a stand-alone document. The Emergency Response Disaster Plan may be submitted as a section within the Site Safety and Health Plan.
- f. Interim O&M Plan
 - 1. AmecFW is working with Ferguson to transition O&M operations in May 2017. However, no changes will be made to operations at this time. The temporary treatment system will not be implemented until 2018, during construction of the new CTP.
 - 2. USACE agreed that an Interim O&M Plan is not required if the existing system will be operated in accordance with the existing Electronic O&M Manual. However, if any changes are proposed (e.g., changes to sample quantities/frequencies), those changes would need to be documented and approved.
 - 3. USACE requested a Form 4025 to document this.

- g. Responses to USACE Comments on Submittals – AmecFW is documenting responses to comments in table format. USACE confirmed that these tables should be provided with resubmittals behind Form 4025 and not copied into the “Remarks” section of QCS.
- h. Media Release – USACE has a few questions/clarifications to discuss internally before providing a response to AmecFW. A response is anticipated by Tuesday, March 21.
- i. Site is currently experiencing a ten-year flood. Flooding is lifting the manhole covers on the sewer mains in Kellogg.

VI. Schedule Update

- a. Reviewed Four Week Look Ahead and Draft “Full” Schedule
 - 1. Full schedule is still being updated to address USACE comments to Preliminary Schedule, but this was provided for reference.
 - 2. AmecFW’s primary focus at this time is to finish drafting the APP for O&M and Site Survey/Geotechnical Investigation, Site Safety and Health Plan, Quality Assurance Project Plan, Initial Transition Plan, and Contractor Quality Control Plan and revising the Design Quality Control Plan.
 - 3. USACE pointed out that the geotechnical investigation start date needs to be changed from April 5 to April 24, 2017.
 - 4. AmecFW confirmed that the surveyor is ready to commence the site survey on April 5, 2017.
- b. USACE noted that a Basin Commission Meeting is being scheduled for May 17, 2017. There has been discussion as to whether AmecFW should attend.

VII. Changes – None.

VIII. Other

- a. USACE noted that the next Weekly Status Meeting is one of the bi-weekly meetings with an expanded audience, including the USEPA.